



**USAID | GUATEMALA**  
DEL PUEBLO DE LOS ESTADOS  
UNIDOS DE AMÉRICA

## **VACANCY NOTICE**

### **Project Management Assistant (Financial)**

#### **REQUIRED QUALIFICATIONS:**

**NOTE:** All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.

- a. Completion of secondary school and at least three years post-secondary study at college or university in accounting, auditing, business administration or related financial and administration fields are required.
- b. Three to five years of experience in financial management and/or administration of development projects.
- c. Language Proficiency: Level IV Spanish and Level IV English (fluent). (**Note:** Candidate's oral and written English skills will be evaluated as part of the selection process.)
- d. Should possess knowledge of administrative/budgeting concepts, principles and techniques, regulations, and operational procedures.
- e. Ability to establish and maintain good communication with partners and host country government counterparts. Skills in the operation of Microsoft Office software (Excel, Word and Power Point) and data base management. Proven track record as a team player.

#### **FUNCTIONS OF THE POSITION:**

The incumbent is the Project Management Assistant in the Business Management Unit of the Office of Health and Education (OHE) for the bilateral health and education program and Central America Regional HIV/AIDS Program activities of USAID/Guatemala under the 2012-2016 Country Development Cooperation Strategy, Development Objective 2, Intermediate Results 2.2: "Access to and use of sustainable quality health care and nutrition services expanded." S/he has responsibilities for monitoring and management of budgetary and financial components of the HEO implementing partners.

S/he serves as alternate to Project Management Specialist (BOM) of the office. Basic functions include: the preparation, review and summary of budgets and project expenditure information, reporting on program financial performance and preparation of project financial pipelines, project budgets and government cost estimates for procurement and instrument modification actions. S/he works with a broad range of USAID personnel and implementing partners in Guatemala and the Central America region in order to access financial and expenditure information. S/he provides backup support to the BOM in the preparation of Initial Environmental Examinations and ensuring compliance with USAID environmental regulations

#### **WE OFFER:**

Annual salary ranges from Q95,099.00 thru Q188,392.00 based on past certified earnings. Labor benefits, medical insurance and retirement plan. **If you do not meet all the requirements, please do not apply.**

#### **TO APPLY:**

Interested candidates **must complete an application form** which can be accessed at <http://www.usaid.gov/gt/employment.htm>. In addition to the application and curriculum vitae, the candidate must submit a letter in English summarizing his/her work experience and qualifications for the position. Please send application form, curriculum vitae and salary history electronically to: [Guatemalavacancies@usaid.gov](mailto:Guatemalavacancies@usaid.gov) **no later than Monday, July 30, 2012 at 3:00 p.m.**

**The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.**